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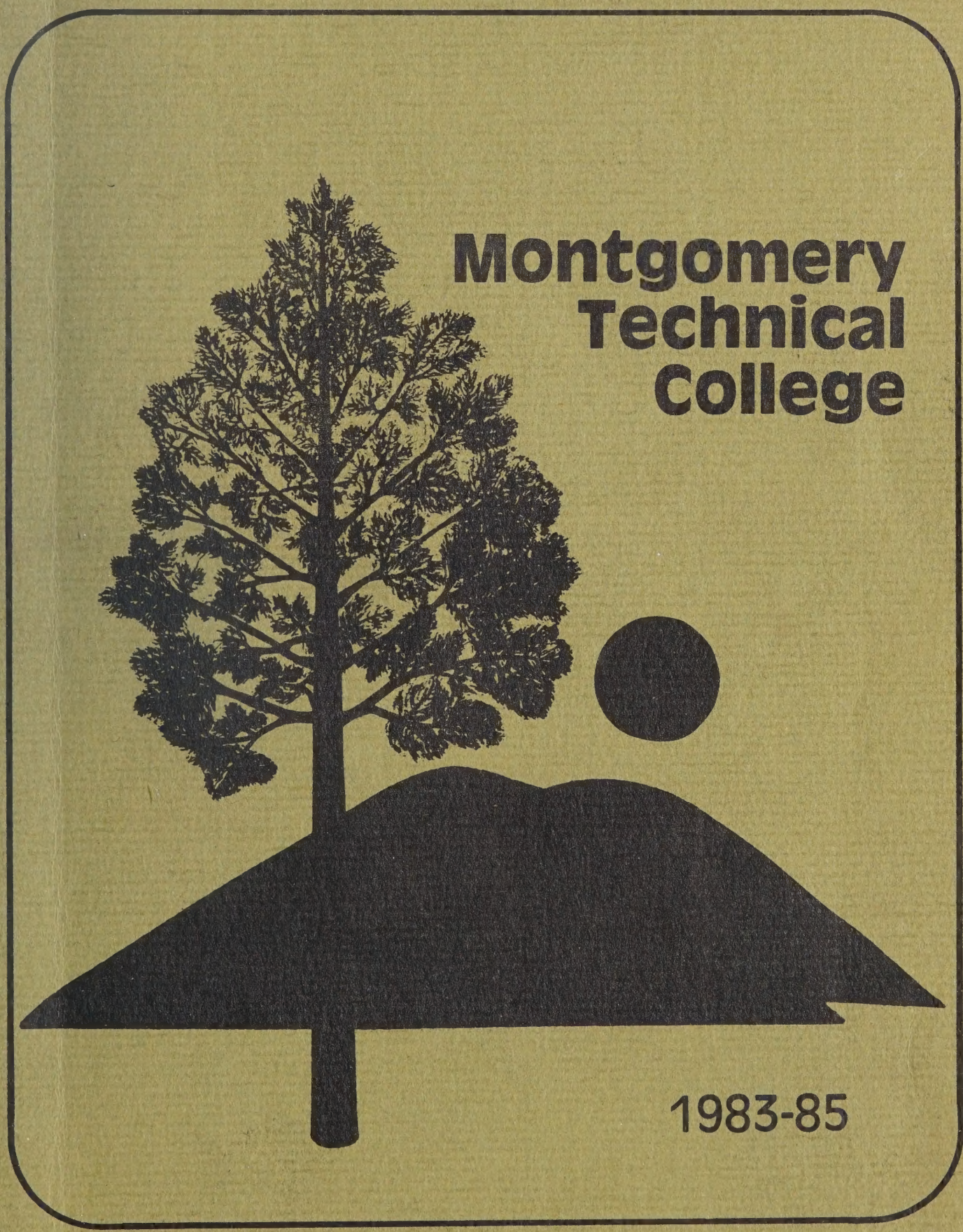
DEGREE AND DIPLOMA PROGRAMS



Montgomery Technical College

1983-85

FALL QUARTER	1983-84	1984-85
Labor Day Holiday	September 5	September 3
Registration	September 6	September 4
Classes Begin: Late Registration Fee Applies	September 7	September 5
Last Day To Drop, Add, or Enter Classes	September 14	September 12
Last Day For Tuition Refund	September 16	September 14
Mid-Term-Last Day to Withdraw From A Course Without Receiving An "F"	October 14	October 12
Pre-Registration For Winter Quarter (Returning Students Only)	November 16	November 14
Last Day of Fall Quarter Classes	November 22	November 20
WINTER QUARTER		
Registration	November 28	November 26
Classes Begin: Late Registration Fee Applies	November 29	November 27
Last Day To Drop, Add, or Enter Classes	December 6	December 4
Last Day For Tuition Refund	December 8	December 6
Instruction Ends For Christmas Holidays	December 16	December 18
Instruction Resumes	January 2	January 2
Mid-Term-Last Day to Withdraw From Courses Without Receiving an "F"	January 19	January 17
Pre-Registration For Spring Quarter (Returning Students Only)	February 22	February 20
Last Day of Winter Quarter Classes	February 27	February 25
SPRING QUARTER		
Registration	March 1	February 28
Classes Begin: Late Registration Fee Applies	March 5	March 4
Last Day to Drop, Add, or Enter Classes	March 12	March 11
Last Day For Tuition Refund	March 14	March 13
Instruction Ends For Spring Holidays	April 20	April 4
Instruction Resumes	April 30	April 15
Mid-Term-Last Day to Withdraw From a Course Without Receiving an "F"	April 11	April 17
Pre-Registration For Summer Quarter (Returning Students Only)	May 16	May 15
Last Day of Spring Quarter Classes	May 25	May 23
Memorial Day Holiday	May 28	May 27
SUMMER QUARTER		
Registration	May 31	May 30
Classes Begin: Late Registration Fee Applies	June 4	June 3
Last Day to Drop, Add, or Enter Classes	June 11	June10
Last Day For Tuition Refund	June 13	June 12
Instruction Ends For Independence Holidays	June 29	June 27
Instruction Resumes	July 9	July 8
Mid-Term-Last Day to Withdraw From A Course Without Receiving an "F"	July 18	July 17
Pre-Registration For Fall Quarter (Returning Students Only)	August 15	August 14
Last Day of Summer Quarter Classes	August 24	August 22
Graduation	August 24	August 23

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DEGREE AND DIPLOMA PROGRAMS

This book contains information on the curriculum programs offered at Montgomery Technical College that lead to an Associate Degree, a Vocational Diploma, or High School Completion. Information about a specific program will be found on that program's page in this book. Further information on that program may be obtained from the Student Services Office. Programs in this book are approved for veterans.

Montgomery Technical College issues this catalog to furnish information about the college and its programs. Information is subject to change without notice and is not binding on the college or the State of North Carolina. Efforts are made to keep changes to a minimum, but changes by the State Board of Community Colleges, the Department of Community Colleges, or the college may make alterations necessary. Therefore, this catalog cannot be considered as an irrevocable contract between the student and MTC.

A person who wishes to enroll in any curriculum at Montgomery Technical College should follow these steps:

1. Obtain application and return it properly completed to the Student Services Department.
2. Request that a transcript of high school education, including GED, and any post high school course work be sent to the Student Services Department.
3. Take the appropriate admission or placement test, if required.
4. Have personal interview if requested.
5. Complete any additional entrance requirements for individual programs.

Tuition and Fees

	North Carolina Resident	Out-of-State
Tuition/quarter	$51.00	$255.00
Insurance/year	5.00	5.00
Activity Fee/quarter	4.00	4.00

ACCOUNTING

Associate Degree in Applied Science

Accounting is one of the fastest growing employment fields in America today. Because of increasing business and industrial expansion, there is a growing need for trained people in this area. The Accounting curriculum is designed to fill this need by offering students vital accounting theories and skills necessary for entry into the accounting profession.

The specific objectives of the curriculum are to develop the following competencies: understanding of the principles of organization and management in business operations; understanding of the fundamentals of accounting and analysis of financial statements; understanding of the skill in effective business communications. In addition, the student will receive instruction in taxes, auditing, and marketing.

The Accounting Program requires seven quarters of study for completion.

Employment Opportunities

Possible duties of an accountant include maintaining cost records, completing tax returns, auditing goods, rendering periodic reports, and advising management in areas of financial concern. The graduate of the Accounting Program may be employed as accounting clerk, payroll clerk, accounting machines operator, auditor, and cost accountant.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
T-BUS	101	Introduction to Business	5	0	5
T-MAT	110	Business Math	5	0	5
ENG	101	Composition	5	0	5
Second Quarter (Winter)					
T-BUS	102	Typewriting I	2	2	3
T-BUS	110	Business Machines	2	2	3
T-BUS	120	Principles of Accounting I	5	0	5
SPH	105	Effective Speaking	5	0	5
Third Quarter (Spring)					
T-BUS	121	Principles of Accounting II	5	0	5
T-MAT	102	Metrics	3	0	3
		Elective	3	0	3
		Elective	3	0	3
Fourth Quarter (Summer)					
T-BUS	122	Principles of Accounting III	5	0	5
PSY	201	Introduction to Psychology	5	0	5
T-BUS	206	Business Communications	5	0	5
Fifth Quarter (Fall)					
T-BUS	223	Intermediate Accounting IV	5	0	5
ECO	102	Microeconomics	5	0	5
T-BUS	229	Taxes	5	0	5
Sixth Quarter (Winter)					
T-BUS	224	Intermediate Accounting V	5	0	5
T-EDP	105	Micro-Computer Programming I	4	0	4
		Elective	3	0	3
Seventh Quarter (Spring)					
T-BUS	225	Cost Accounting	5	0	5
T-BUS	269	Auditing	5	0	5
T-EDP	106	Micro-Computer Programming II	4	0	4

Electives:

T-BUS	103	Typewriting II
T-MAT	111	Business Math II
T-EDP	104	Introduction to Data Processing
T-BUS	215	Word Processing
T-BUS	115	Business Law I
T-BUS	123	Business Finance
T-BUS	226	Payroll Procedures
T-BUS	239	Marketing

Additionally, other elective courses may be selected from any Business or General Education curricula taught at MTC.

Total Credit Hours for Graduation . . . 101

BUSINESS ADMINISTRATION

Associate Degree in Applied Science

The Business Administration curriculum is designed to provide the individual with an overview of the business world and to prepare him for employment in many business occupations. Instruction focuses on both management and organization in preparing the student for all phases of administration related to the average business enterprise.

The specific objectives of the curriculum are to develop the following competencies: understanding of the principles of organization and management in business operations; understanding and skills in effective business communications; ability to utilize current methods for adequate decision making; knowledge of human relations as they apply to successful business operations.

The Business Administration Program requires seven quarters of study for completion.

Employment Opportunities

Graduates of the Business Administration curriculum will find a variety of careers open to them from the beginning sales clerk or office clerk to the manager trainee. Job opportunities available to the graduate include positions in advertising, banking, credit, finance, retailing, wholesaling, travel industry, insurance, transportation, and communications.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
T-BUS	101	Introduction to Business	5	0	5
T-MAT	110	Business Math	5	0	5
ENG	101	Composition	5	0	5
Second Quarter (Winter)					
T-BUS	102	Typewriting I	2	2	3
T-BUS	110	Business Machines	2	2	3
T-BUS	120	Principles of Accounting I	5	0	5
SPH	105	Effective Speaking	5	0	5
Third Quarter (Spring)					
T-BUS	121	Principles of Accounting II	5	0	5
T-MAT	102	Metrics	3	0	3
		Elective	3	0	3
		Elective	3	0	3
Fourth Quarter (Summer)					
T-BUS	122	Principles of Accounting III	5	0	5
PSY	201	Introduction to Psychology	5	0	5
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	206	Business Communications	5	0	5
Fifth Quarter (Fall)					
ECO	102	Microeconomics	5	0	5
T-BUS	229	Taxes	5	0	5
		Elective	3	0	3
Sixth Quarter (Winter)					
T-BUS	115	Business Law I	3	0	3
T-BUS	123	Business Finance	3	0	3
T-EDP	105	Micro-Computer Programming I	4	0	4
ECO	103	Macroeconomics	5	0	5
Seventh Quarter (Spring)					
T-BUS	116	Business Law II	3	0	3
T-BUS	239	Marketing	5	0	5
T-EDP	106	Micro-Computer Programming II	4	0	4
		Elective	3	0	3

Electives:

T-BUS	103	Typewriting II
T-MAT	111	Business Math II
T-EDP	104	Introduction to Data Processing
T-BUS	215	Word Processing
T-BUS	232	Sales Development
T-ISC	213	Production Planning
T-ISC	220	Management Problems
T-PSY	126	Art of Motivating People
HIS	202	American History (1865-Present)

Additionally, other elective courses may be selected from any Business or General Education curricula taught at MTC.

Total Credit Hours Required for Graduation . . . 106

CRIMINAL JUSTICE/PROTECTIVE SERVICES TECHNOLOGY

Associate Degree in Applied Science

The Criminal Justice and Protective Services curriculum is designed to develop proficiency in law enforcement and corrections personnel. Because of the complexity of today's society, criminal justice personnel are being trained in such areas as criminal law, counseling, criminalistics, psychology, and sociology.

The Criminal Justice curriculum is dedicated to providing the student with the skills, knowledge, and attitudes necessary for employment in various areas of the profession. The program is also designed to teach the student the basic skills of law enforcement which lead to certification as a law enforcement officer by the State of North Carolina.

Some of the courses required in the program are Criminal Law, Criminal Investigation, Forensic Science, Counseling, Correctional Law, and Correctional Methods. The student also receives instruction in related areas such as English, math, and speech.

The Criminal Justice/Protective Services curriculum at MTC requires eight quarters (two years) of study for completion.

Employment Opportunities

The graduate of the Criminal Justice/Protective Services curriculum may further his/her specialization at an approved four-year school, or may be employed as a police officer, deputy sheriff, corrections officer, assistant parole or probation officer, game warden, forest service, etc.

Corrections Specialty — Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
T-PSC	205	Constitutional Law	5	0	5
ENG	101	Composition	5	0	5
T-MAT	101	Math	5	0	5
Second Quarter (Winter)					
T-CJC	208	NC/Courts Probation Parole Procedures	5	0	5
T-MAT	102	Metrics	3	0	3
SPH	105	Effective Speaking	5	0	5
Third Quarter (Spring)					
T-CJC	203	Criminology	5	0	5
T-CJC	205	Forensic Science	5	0	5
		Elective	3	0	3
Fourth Quarter (Summer)					
T-PSC	104	Criminal Law	5	0	5
T-CJC	102	Juvenile Delinquency & Adolescent Psychology	3	0	3
PSY	201	Introduction to Psychology	5	0	5
Fifth Quarter (Fall)					
T-CSC	201	Introduction to Corrections	5	0	5
T-CJC	204	Criminal Investigation I	5	0	5
		Elective	3	0	3
Sixth Quarter (Winter)					
T-CSC	202	Correctional Administration	5	0	5
T-CJC	206	Criminal Investigation II	5	0	5
		Elective	3	0	3
Seventh Quarter (Spring)					
T-CSC	203	Correctional Methods	5	0	5
T-CSC	204	Correctional Law	5	0	5
		Elective	3	0	3
Eighth Quarter (Summer)					
T-CSC	205	Community Base Corrections	5	0	5
T-CJC	209	Counseling	5	0	5
		Elective	3	0	3

Electives:

PSY	150	Interpersonal Relations
T-POL	103	State & Local Government
T-SOC	108	Current Social Problems
T-SOC	109	Rural & Urban Community Organization
T-CJC	201	Intro. to Basic Law Enforcement Skills II (5 hours)
T-CJC	202	Basic Law Enforcement Skills II (3 hours)

Additionally, other elective courses may be selected from any Criminal Justice/Protective Services Technology or General Education curricula taught at MTC.

Total Hours Required for Graduation . . . 106

Law Enforcement Specialty — Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
T-PSC	205	Constitutional Law	5	0	5
ENG	101	Composition	5	0	5
T-MAT	101	Math	5	0	5
Second Quarter (Winter)					
T-CJC	208	NC Courts/Probation Parole Procedures	5	0	5
T-MAT	102	Metrics	3	0	3
SPH	105	Effective Speaking	5	0	5
Third Quarter (Spring)					
T-CJC	203	Criminology	5	0	5
T-CJC	205	Forensic Science	5	0	5
		Elective	3	0	3
Fourth Quarter (Summer)					
T-PSC	104	Criminal Law	5	0	5
T-CJC	102	Juvenile Delinquency and Adolescent Psychology	3	0	3
PSY	201	Introduction to Psychology	5	0	5
Fifth Quarter (Fall)					
T-CJC	204	Criminal Investigation I	5	0	5
T-CJC	207	Police Management	5	0	5
		Elective	3	0	3
Sixth Quarter (Winter)					
T-CJC	206	Criminal Investigation II	5	0	5
T-CJC	211	Civil Law & Procedures	5	0	5
		Elective	3	0	3
Seventh Quarter (Spring)					
T-PSC	101	Basic Law Enforcement I	5	0	5
T-PSC	102	Basic Law Enforcement II	5	0	5
T-PSC	103	Basic Law Enforcement III	5	0	5
Eighth Quarter (Summer)					
T-PSC	208	Police Problems & Practices	5	0	5
T-CJC	209	Counseling	5	0	5
		Elective	3	0	3

Basic Law Enforcement Certification — Course Requirements

(Spring Quarter)

PSC	101	Basic Law Enforcement I	5	0	5
PSC	102	Basic Law Enforcement II	5	0	5
PSC	103	Basic Law Enforcement III	5	0	5
CJC	201	Basic Law Enforcement Skills I	5	0	5
CJC	202	Basic Law Enforcement Skills II	3	0	3

Electives:

PSY	150	Interpersonal Relations
T-BUS	102	Typewriting I
T-POL	103	State & Local Government
T-SOC	108	Current Social Problems
T-SOC	109	Rural & Urban Community Organization
T-CJC	202	Basic Law Enforcement Skills (3 hours)
T-CJC	201	Basic Law Enforcement Skills II (5 hours)

Additionally, other elective courses may be selected from any Criminal Justice/Protective Services Technology or General Education curricula taught at MTC.

Total Credit Hours Required for Graduation . . . 108

EARLY CHILDHOOD EDUCATION

Associate Degree in Applied Science

The Early Childhood Education Program is designed to prepare students for working with children. We also assist professionals who are already employed in the fields of Early Childhood Education & Child Development.

Training is provided in guidance, interpersonal relations, and techniques of teaching as well as developmental theory. Many opportunities are provided for practical "hands-on" experiences with children at our on-campus daycare center. Students also experience working with children in various community agencies.

Individual selected courses may be taken for personal enrichment or professional advancement as a Special Credit Student. These courses may count toward the granting of a Child Care Worker Certificate. Additionally, successful completion of all requirements leads to an Early Childhood Associate Degree.

Employment Opportunities

A wide variety of employment opportunities is possible. Our graduates can work in public educational settings as Aides, in government programs for young children, in private daycare centers, in church sponsored programs and in home or family daycare. Graduates also may work with exceptional or special children or own and operate private daycare centers.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
ENG	101	Composition	5	0	5
T-EDU	124	Introduction to Early Childhood Education	3	0	3
PSY	105	Human Growth & Development I	3	0	3
		Elective	3	0	3
Second Quarter (Winter)					
T-EDU	177	Practicum I - Observation & Guidance	2	6	4
SPH	105	Effective Speaking	5	0	5
PSY	106	Human Growth & Development II	3	0	3
T-EDU	123	Creative Activities	3	0	3
Third Quarter (Spring)					
T-EDU	178	Practicum II - Health	2	6	4
PSY	107	Human Growth & Development III	3	0	3
T-ART	102	Art for Young Children	3	0	3
MAT	105	Methods & Materials of Teaching Math	3	0	3
		Elective	3	0	3
Fourth Quarter (Summer)					
PSY	201	Introduction to Psycnology	5	0	5
T-EDU	126	Child Guidance	3	0	3
T-ENG	106	Methods & Materials of Teaching Reading	3	0	3
T-EDU	114	Audio-Visual Instruction	3	0	3
		Elective	3	0	3
Fifth Quarter (Fall)					
T-EDU	179	Practicum III - Schools	2	13	4
T-EDU	228	Organization & Administration of Day Care Center	3	0	3
T-MUS	101	Movement & Music for Young Children	3	0	3
T-PSY	121	Exceptional Children	3	0	3
Sixth Quarter (Winter)					
T-EDU	180	Practicum IV - Exceptional Children	2	13	4
T-MAT	100	Math	3	0	3
T-NUT	102	Nutrition for Young Children	3	0	3
T-EDU	121	Working with Parents	3	0	3
Seventh Quarter (Spring)					
T-EDU	181	Practicum V - Day Care	2	13	4
T-EDU	233	Senior Seminar	3	0	3
T-EDU	231	Community Resources	3	0	3
		Elective	3	0	3

Total Credit Hours Required For Graduation . . . 101

Electives:

T-ENG	105	Reading Improvement
T-PSY	150	Interpersonal Relations
T-EDU	122	Infant Development
T-BUS	102	Typewriting I
T-EDU	232	Special Problems in E.C.E.
T-EDU	227	Staff Training for Day Care
T-SOC	104	Family: A Cross Cultural Survey

Additionally, other elective courses may be selected from any General Education curricula taught at MTC.

GENERAL EDUCATION

Associate Degree in General Education

The General Education curriculum at MTC is designed to provide intellectual growth and enrichment for the individual. The program provides basic exposure to the liberal arts (general education) and enables the individual to tailor studies to his/her specific interests. Studies in general education also benefit those students who desire to expand their knowledge and understanding of the world.

The program may be terminal, ending in an earned Associate Degree in General Education, or contributory to a more advanced degree. The program was developed cooperatively with several four-year institutions; therefore, the courses are college level in content and requirements. Senior institutions may accept credits from the General Education program, but transfer credit is determined solely by the accepting institution. The student should contact the Student Services Counselor to determine which colleges will accept the degree for transfer credit.

General Education courses are offered representing the following areas: English and Literature, Fine Arts, Mathematics, Social Science, and Natural Science.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hrs. Credit
First Quarter (Fall)					
ENG	101	Composition	5	0	5
HIS	101	Western Civilization (1300-1815)	5	0	5
ART	101	Art Appreciation			
or					
MUS	101	Music Appreciation	5	0	5
Second Quarter (Winter)					
ENG	102	Composition	5	0	5
HIS	202	Western Civilization (1815-Present)	5	0	5
MAT	101	College Math	5	0	5
Third Quarter (Spring)					
MAT	102	College Algebra	5	0	5
ENG	201	English Literature	5	0	5
		Approved Elective	5	0	5
Fourth Quarter (Summer)					
PSY	201	Introduction to Psychology	5	0	5
ENG	204	American Literature	5	0	5
		Approved Elective	5	0	5
Fifth Quarter (Fall)					
BIO	101	General Biology	4	2	5
		Approved Elective	5	0	5
		Approved Elective	5	0	5
Sixth Quarter (Winter)					
SPH	105	Effective Speaking	5	0	5
BIO	102	General Biology	4	2	5
		Approved Elective	5	0	5
Seventh Quarter (Spring)					
BIO	103	General Biology	4	2	5
		Approved Elective	5	0	5
		Approved Elective	5	0	5

Electives:

GEO	103	Cultural Geography
GEO	104	Physical Geography
REL	105	World Religion
HIS	201	American History (to 1877)
HIS	202	American History (1865-Present)
PHI	101	Philosophy
SOC	105	Sociology of Family
ECO	102	Microeconomics
ECO	103	Macroeconomics
SOC	108	Social Problems
SOC	107	Influences of Mass Media
EDU	226	Early Childhood Curriculum
EDU	126	Guiding Children
MAT	105	Methods & Materials of Teaching Math

EDU	127	Discipline for Young Children
PSY	121	Exceptional Children
ENG	217	Children's Literature

(Others may be added)

Total Credit Hours for Graduation . . . 105

SECRETARIAL SCIENCE (EXECUTIVE)

Associate Degree in Applied Science

The Executive Secretarial Science program offers the student the skills for proficiency in typing, shorthand, accounting, filing, office machines, and secretarial procedures.

In addition to special training in secretarial subjects, students may take business law, personality development, vocabulary, math, psychology, interpersonal relations, small business operations, taxes, and English.

A student may also take any Secretarial Science course for Special Credit without enrolling in the program. Many students take classes in typing and shorthand to prepare for re-entry into the job market. Others take courses to meet requirements for promotions or better jobs.

The Secretarial Science program can be completed in seven quarters of study. The graduate earns an Associate in Applied Science Degree.

Employment Opportunities

The graduate may be employed as a stenographer or secretary in a variety of organizations such as insurance compaines, banks, financial institutions, industrial plants, and state and local government.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	Qtr. Hours Credit
First Quarter (Fall)					
T-BUS	101	Introduction to Business	5	0	5
T-BUS	102	Typewriting I	2	2	3
T-BUS	106	Shorthand I	2	2	3
ENG	101	Composition	5	0	5
Second Quarter (Winter)					
T-BUS	103	Typewriting II	2	2	3
T-BUS	107	Shorthand II	2	2	3
T-MAT	102	Metrics	3	0	3
SPH	105	Effective Speaking	5	0	5
Third Quarter (Spring)					
T-BUS	104	Typewriting III	2	2	3
T-BUS	108	Shorthand III	2	2	3
T-MAT	110	Business Math	5	0	5
		Elective	3	0	3
Fourth Quarter (Summer)					
T-BUS	105	Typewriting IV	2	2	3
T-BUS	206	Business Communications	5	0	5
PSY	201	Introduction to Psychology	5	0	5
T-BUS	215	Word Processing	4	0	4
Fifth Quarter (Fall)					
T-BUS	109	Dictation & Transcription I	2	2	3
ECO	102	Microeconomics	5	0	5
T-BUS	110	Business Machines	2	2	3
		Elective	3	0	3
Sixth Quarter (Winter)					
T-BUS	210	Dictation & Transcription II	2	2	3
T-BUS	120	Principles of Accounting I	5	0	5
T-BUS	115	Business Law I	3	0	3
T-BUS	211	Office Machines	2	2	3
Seventh Quarter (Spring)					
T-BUS	112	Filing	3	0	3
T-BUS	212	Secretarial Procedures	3	2	4
T-BUS	213	Practicum	3	0	3
		Elective	3	0	3

Electives:

T-EDP	105	Introduction to Micro-computer Programming

Additionally, other elective courses may be selected from any Business or General Education curricula taught at MTC.

Total Credit Hours for Graduation . . . 102

COURSE DESCRIPTIONS FOR DEGREE PROGRAMS

ART 101 ART APPRECIATION 5 0 5

A survey of architecture, painting and sculpture from Prehistoric and Egyptian Periods of contemporary time. Emphasis will be on major artists and their contributions to each period.

T-ART 102 ART FOR YOUNG CHILDREN 3 0 3

A study of methods of preparing and guiding children's creative learning activities.
Prerequisite: None

BIO 101 GENERAL BIOLOGY 4 2 5

An introuction to the biological concepts including a study of the chemical and physical properties of the living cell.
Prerequisite: None

BIO 102 GENERAL BIOLOGY 4 2 5

A study of the anatomy and physiology of the human body, genetics, and evolution.
Prerequisite: None

BIO 103 GENERAL BIOLOGY 4 2 5

A study of various plant groups approached from the point of view of structure, function, and habitat.
Prerequisite: None

T-BUS 101 INTRODUCTION TO BUSINESS 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.
Prerequisite: None

T-BUS 102 TYPEWRITING I 2 2 3

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence.
Prerequisite: None

T-BUS 103 TYPEWRITING II 2 2 3

This course is designed to help the student develop speed and accuracy in typing and further mastery of correct typing techniques. He/she will apply this skill in the typing of letters, tabulations, manuscripts and outlines.
Prerequisite: T-BUS 102, or ability to type 25 wpm on three minute writing with no more than 5 errors.

T-BUS 104 TYPEWRITING III 2 2 3

This course is designed to help the student further develop his/her speed and accuracy in typing and apply this skill to production typing. Problem typing will include letters with special lines manuscripts with footnotes, business forms, and general office problems.
Prerequisite: T-BUS 103, or the equivalent. Speed requirement: 35 words per minute for 5 minutes.

T-BUS 105 TYPEWRITING IV 2 2 3

This course is designed to help the student learn the techniques needed in planning and typing projects commonly found in business and industry. The student will be required to produce a reasonable amount of work within a given time period. Emphasis will be placed on accuracy, mailable copy, and speed.
Prerequisite: T-BUS 104 or the equivalent. Speed requirement: 50 words per minute for 5 minutes.

T-BUS 106 SHORTHAND I 2 2 3

Shorthand I is designed to prepare the student in the theory and practice of reading and writing shorthand. Emphasis is on penmanship, phonetics, word families, brief forms and phrases.
Prerequisite: None

T-BUS 107 SHORTHAND II 2 2 3

The student will improve his/her ability to apply the theory and principles of shorthand. Daily practice in reading and writing shorthand will be provided. The student will also learn the shorthand outlines for all brief forms and all shorthand theory.
Prerequisite: T-BUS 102; T-BUS 106

T-BUS 108 SHORTHAND III 2 2 3

The student will improve his/her ability to apply theory and principles of shorthand and build speed in taking shorthand dictation. Emphasis will be on office-style dictation, development of speed in dictation, accuracy in transcription.
Prerequisite: T-BUS 107

T-BUS 109 SHORTHAND DICTATION AND TRANSCRIPTION I 2 2 3

The student will improve in the skill of taking dictation and of transcribing at the typewriter materials appropriate to an office. Topics will include a review of theory and the dictation of familiar and unfamiliar material at varying rates of speed.
Prerequisite: T-BUS 102, T-BUS 103, T-BUS 104, T-BUS 106, T-BUS 107, and T-BUS 108.

T-BUS 110 BUSINESS MACHINES 2 2 3

The student will be introduced to the machines currently being used in business and industry. The student will receive training in the basic principles, operating procedures, and business applications of machines such as the ten-key adding machine, the electronic calculator, the printing calculator, and the full-keyboard adding machine.
Prerequisite: None

T-BUS 112 FILING 3 0 3

The student will be able to apply the fundamentals of indexing and filing and realize the importance of filing as a basic tool of management. Theory and practice will be combined by the use of miniature letters, filing boxes, and guides. Topics studied include alphabetic, geographic, numeric, and subject filing systems.
Prerequisite: None

T-BUS 115 BUSINESS LAW I 3 0 3

This course is designed for students who need an understanding of basic business law. The student will be able to define business law terminology and state involvement of business law in the following areas: nature and sources of our legal system, contracts, sales, and bailments.
Prerequisite: None

T-BUS 116 BUSINESS LAW II 3 0 3

The course includes the study of laws pertaining to commercial paper, property rights, landlord and tenant rights, inheritances, mortages, and bankruptcy situations.
Prerequisite: T-BUS 115

T-BUS 120 PRINCIPLES OF ACCOUNTING I 5 0 5

This course has as its purpose the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises will include practical application to the principles learned.
Prerequisite: None

T-BUS 121 PRINCIPLES OF ACCOUNTING II 5 0 5

This is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales inventory, and assets. All these types of business organizations (single proprietorship, partnership, and corporation) will be studied.
Prerequisite: T-BUS 120

T-BUS 122 PRINCIPLES OF ACCOUNTING III 5 0 5

This is the study of corporation. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will eb covered.
Prerequisite: T-BUS 121

T-BUS 123 BUSINESS FINANCE 3 0 3

Financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisite: T-BUS 101

T-BUS 206 BUSINESS COMMUNICATIONS 5 0 5

This course is designed to help the student develop a skill in writing business communications. Emphasis is placed on analyzing and thinking through problems, using different psychological approaches to letter writing, and effectively using the English language in writing the following types of communications: Letters that ask and letters that reply, order letters, adjustment letters, acknowledgements to orders and adjustments, sales letters, credit letters, goodwill letters, and application letters.
Prerequisite: ENG 102 or equivalent, T-BUS 102 or ability to type.

T-BUS 210 SHORTHAND DICTATION AND TRANSCRIPTION II 2 2 3

The student will refine his/her shorthand skills and integrate these skills with various secretarial procedures. The student will improve his/her ability to take dictation at high speeds for longer periods of time and to transcribe mailable letters. The student will develop the accuracy, speed, and vocabulary that will enable him/her to meet the stenographic requirements of the business, industrial, and professional offices.
Prerequisite: T-BUS 109, and ability to type

T-BUS 211 OFFICE MACHINES 2 2 3

This course is designed to help the student become skilled in two areas of office machines:
A. Duplicating machines and
B. Transcribing machines
Prerequisite: T-BUS 102

T-BUS 212 SECRETARIAL PROCEDURES 5 0 5

Designed to acquaint the student with the responsibilities encountered by an office worker in today's office. Some responsibilities discussed include: receptionists duties, handling the mail, telephone techniques, travel information, office records, purchasing of supplies, office organization, and job applications.
Prerequisite: T-BUS 110, T-BUS 102, T-BUS 103

T-BUS 213 SECRETARIAL PRACTICUM 3 0 3

A simulation that acquaints the student with responsibilities encountered by an office worker on a daily basis. Some responsibilities presented include: arranging the office, purchasing supplies, receptionist duties, handling the mail, telephone techniques, travel arrangements, office records, and office organization.
Prerequisite: All other secretarial requirements.

T-BUS 215 WORD PROCESSING 4 0 4

The student will be provided a thorough background of word processing concepts and terminology. The student will develop skill in operating a power keyboard, developing and editing text material, proofreading documents, and printing final copies.
Prerequisite: T-BUS 102, T-BUS 103, ENG 101

T-BUS 223 INTERMEDIATE ACCOUNTING IV 5 0 5

An introduction to a review of fundamental process of accounting. Emphasis is placed upon a thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statement are analyzed and evaluated.
Prerequisite: T-BUS 122

T-BUS 224 INTERMEDIATE ACCOUNTING V 5 0 5

This course presents additional study of intermediate accounting. Special problems peculiar to corporations and analysis of financial reports are considered.
Prerequisite: T-BUS 223

T-BUS 225 COST ACCOUNTING 5 0 5

Nature and purposes of cost accounting: accounting for direct labor, materials and factory overhead, job order cost and standard cost procedures, selling, administration and distribution costs; budgeting and management use of cost data.
Prerequisite: T-BUS 224

T-BUS 226 PAYROLL PROCEDURES 3 0 3

A study of the various federal and state laws affecting payroll procedures necessary for compliance with the laws. The following laws will be introduced: Social Security, Fair Labor Standards Act, Federal Unemployment Tax Act, State Unemployment Insurance Laws, and State and Federal Withholding Tax Laws.
Prerequisite: None

T-BUS 229 TAXES 5 0 5

A study of individual income taxes with emphasis on income, exemptions and filing status, adjustments to income, itemized deductions, and figuring the tax using various forms and schedules.
Prerequisite: None

T-BUS 232 SALES DEVELOPMENT 3 0 3

This course is a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling.
Prerequisite: T-BUS 101

T-BUS 239 MARKETING 5 0 5

A general survey of the field of marketing, with detailed study of the functions, policies, and institutions involved in the marketing process.
Prerequisite: None

T-BUS 247 BUSINESS INSURANCE 3 0 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
Prerequisite: None

T-BUS 269 AUDITING 5 0 5

Principles of conducting audits and investigations, setting up accounts based upon audits, collecting data and working papers, arranging and systemizing the audit, and writing the audit report are studied in this course.
Prerequisite: T-BUS 224

T-BUS 272 PRINCIPLES OF SUPERVISION 3 0 3

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.
Prerequisite: None

T-CJC 102 JUVENILE DELINQUENCY AND ADOLESCENT PSYCHOLOGY 3 0 3

Social factors and influences in child psychology and juvenile delinquency are studied. Special emphasis is placed upon the roll of the family, peer groups, and the school in a child's life. An attempt is also made to identify problems and to present students with a number of different views as to the nature and cause of and possible solutions to these problems.
Prerequisite: None

T-CJC 201 INTRODUCTION TO BASIC LAW ENFORCEMENT SKILLS I 5 0 5

This course is designed to give the student hands-on experience in police precision driving, defensive tactics, and many other subject areas. The student will be able to function effectively in many emergency situations.
Prerequisite: None

T-CJC 202 INTRODUCTION TO BASIC LAW ENFORCEMENT SKILLS II 3 0 3

While in this course the student will be qualified on a police firing range. The student will participate in and complete a defensive tactics course and First Aid course.
Prerequisite: None

T-CJC 203 CRIMINOLOGY 5 0 5

This course has as its concentration a study into the causation of crime and delinquent behavior.
Prerequisite: None

T-CJC 204 CRIMINAL INVESTIGATION I 5 0 5

Included in this course are general investigative processes, collection and preservation of evidence, interview and interrogation, case preparation, courtroom presentation, and crime scene search.
Prerequisite: None

T-CJC 205 FORENSIC SCIENCE 5 0 5

This course is designed to acquaint the student with the areas of scientific investigation which are used in crime labs and in the collection and preservation or evidence.
Prerequisite: None

T-CJC 206 CRIMINAL INVESTIGATION II 5 0 5

This course is designed to provide the student with the knowledge to complete a crime scene investigation.
Prerequisite: T-CJC 204

T-CJC 207 POLICE MANAGEMENT 5 0 5

This course is designed for the use of administrators of small law enforcement departments. It includes such topics as budgets, staffing, training, reporting procedures, and the uniform crime report system.
Prerequisite: None

T-CJC 208 N.C. COURTS & PROBATION/PAROLE PROCEDURES 5 0 5

This course is designed to familiarize the officer with all warrant forms and/or court orders and court procedures. The course includes criminal process, preparation of various warrants, non-testimonial identification order, search warrants, lineups, probable-cause hearings, grand jury and its proceedings, speedy trial, special criminal process for attendance of defendant/witness, Uniform Criminal Extradition Act, statements/depositions Brutonized statements, discovery in the Superior Court, voluntary dismissal, and granting of immunity, to witness.
Prerequisite: None

T-CJC 209 COUNSELING 5 0 5

This course will deal with both individual and group counseling. The student will gain an understanding of the counseling relationship and develop a familiarity with the contemporary counseling theories.
Prerequisite: None

T-CJC 211 CIVIL LAW AND PROCEDURES 5 0 5

In this area of study the student will become familiar with the civil laws and how they are enforced.
Prerequisite: None

T-CSC 201 INTRODUCTION TO CORRECTIONS 5 0 5

This course is designed to give the student an over-all view of the field of probation/parole, prisons, and correctional institutions. The course will provide a history and philosophy in the field of corrections.
Prerequisite: None

T-CSC 202 CORRECTIONAL ADMINISTRATION 5 0 5

In this area of study, the student will study the application of various administrative principles in corrections. The area of study will include: the administrative decision-making process; leadership; public relations; staff development and interdepartment policy and procedure.
Prerequisite: None

T-CSC 203 CORRECTIONAL METHODS 5 0 5

An in-depth study of various methods of rehabilitation emphasizing traditional as well as innovative concepts used in correctional settings.
Prerequisite: None

T-CSC 204 CORRECTIONAL LAW 5 0 5

This course will deal with the law as it pertains to the care, custody, and control within corrections.
Prerequisite: None

T-CSC 205 COMMUNITY BASED CORRECTIONS 5 0 5

An analysis of community-based correctional programs which emphasizes the development of conceptual skills to allow the student to implement similar programs.
Prerequisite: None

ECO 102 MICROECONOMICS 5 0 5

An introduction to microeconomics principles and methods. Topics include: the market system, supply and demand, shortages and surpluses, study of competition, and monopoly.
Prerequisite: None

ECO 103 MACROECONOMICS 5 0 5

An introduction to macroeconomics principles and methods. Topics include: national income, the monetary system, inflation, recession, national debt, and economic growth.
Prerequisite: None

T-EDP 105 MICRO-COMPUTER PROGRAMMING I 4 0 4

Introduces the student to the basic concepts and understanding of the BASIC computer language, concentrating on Apple BASIC. Course covers simple programming including LET and DATA statements, PRINT statements, IF-THEN and FOR NEXT statements, GO TO and numeric and string variables.
Prerequisite: None

T-EDP 106 MICRO-COMPUTER PROGRAMMING II 4 0 4

This is a continuation of introductory basic programming with emphasis placed upon graphics, text files, and "housekeeping." Other areas covered are formatting comands, math functions, and additional information on strings and system and utility commands.
Prerequisite: T-EDP 105

T-EDU 101 WORKING WITH YOUNG CHILDREN 3 0 3

This course is designed to help students become familiar with the pre-school child, with primary focus on the development on the child as influenced by family, peers and siblings, as well as those programs which serve young children.
Prerequisite: None

T-EDU 114 AUDIO-VISUAL INSTRUCTION 3 0 3

An introduction to the nature and use of audio-visual materials. Laboratory experiences place emphasis on the creation of instructional materials and the use of ready-made materials. Students will become more knowledgeable in operating the following: tape recorder, film-strip, slide, opaque, overhead, and movie projectors.
Prerequisite: None

T-EDU 121 WORKING WITH PARENTS 3 0 3

A study of techniques of communicating with and involving parents in the educational profession.
Prerequisite: None

T-EDU 122 INFANT DEVELOPMENT 3 0 3

A survey of the nature and needs of infant growth. Parent/infant relationships as well as exceptionalities are studied.
Prerequisite: None

T-EDU 123 CREATIVE ACTIVITIES FOR YOUNG CHILDREN 3 0 3

An introduction to methods of preparing and guiding children's creative learning activities.
Prerequisite: None

T-EDU 124 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 0 3

An introductory course to help students become familar with the pre-school environment.
Prerequisite: None

T-EDU 126 CHILD GUIDANCE 3 0 3

A course examining methods and styles of providing children with positive guidance and discipline.
Prerequisite: None

T-EDU 177 PRACTICUM (OBSERVATION & CHILD GUIDANCE TECHNIQUES) 2 6 4

This course is designed to give students practical experience in applying techniques as outlined in T-EDU 101, Working with Young Children.
Prerequisite: None

T-EDU 178 PRACTICUM (HEALTH) 2 6 4

This course is designed to give the student a working knowledge of sound health, safety, nutrition, and first-aid practices.
Prerequisite: None

T-EDU 179 PRACTICUM (SCHOOLS) 2 13 4

A student teaching experience to familiarize students with the role of teacher's aide.
Prerequisite: Departmental Approval Required

T-EDU 180 PRACTICUM IV (EXCEPTIONAL CHILDREN) 2 13 4

A student teaching experience to familiarize students with techniques of teaching special children.
Prerequisite: Departmental Approval Required

T-EDU 181 PRACTICUM V (DAY CARE) 2 13 4

A student teaching experience to familiarize students with the daily operation of a day care center.
Prerequisite: Departmental Approval Required

T-EDU 223 CREATIVE ACTIVITIES FOR YOUNG CHILDREN II 3 0 3

This course emphasizes a unit approach to children's activities, and includes such units as children's literature, arts and crafts, holidays, and family are explored. Practical experience working with children is stressed.
Prerequisite: None

T-EDU 225 DAY CARE OF PRESCHOOL CHILDREN 3 0 3

This course is designed to examine the philosophy of day care, survey the federal, state and local laws governing day care operations, and illustrate basic business practices necessary to successful operation.
Prerequisite: T-EDU 124

T-EDU 226 EARLY CHILDHOOD CURRICULUM 3 0 3

An introductory course in the pre-school and early education (K-3) school curriculum. The history of Early Education curriculum, various approachs to curriculum design and the relationship to child development theories to early education and curriculum are the focus of the courses.
Prerequisite: T-EDU 101

T-EDU 227 STAFF TRAINING FOR DAY CARE 3 0 3

The application of staff job descriptions and in-service training in day care are the primary focus of this course. Students will study the relationship of staff positions to the over-all function of the day care center.
Prerequisites: ENG 217, T-EDU 101, T-EDU 124

T-EDU 228 ORGANIZATION & ADMINISTRATION OF THE DAY CARE CENTER 3 0 3

An introductory course in day care administration, with primary emphasis on general principles in good business management and their application in day care centers.
Prerequisite: None

T-EDU 229 PARENT EDUCATION 3 0 3

Study of ways parents can be involved in the child development center and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance if the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of pre-school children.
Prerequisite: None

T-EDU 230 SEMINAR ON DAY CARE 5 0 5

This course uses a round table discussion format to familiarize the student with current issues in day care. The student will be provided classic and modern readings in areas of special interest.
Prerequisite: None

T-EDU 231 COMMUNITY RESOURCES 3 0 3

A survey of social services organizations and functions. Job hunting skills are also taught.
Prerequisite: None

T-EDU 232 SPECIAL PROBLEMS IN EARLY CHILDHOOD EDUCATION 3 0 3

The purpose is to acquaint the student with various types of educational philosophies and practices for the exceptional child. The curriculum will be approximately half of the text "Exceptional Children" by Heward and Orlansky.
Prerequisite: None

T-EDU 233 SENIOR SEMINAR 3 0 3

A comprehensive study of all areas of early childhood education.
Prerequisite: Departmental Approval Required

T-EDU 280 PRACTICUM (PLANNING AND CONDUCTING DAY CARE CURRICULA) 1 10 2

This course is designed to familiarize the student with issues and problems in establishing a daily curriculum for a day care center.
Prerequisite: None

T-EDU 281 PRACTICUM (PARENT INVOLVEMENT) 1 10 2

This practicum will establish the values of parent involvement in the education of children under six. Students will be trained in techniques for contacting parents, and will make an in-depth developmental evaluation of selected children.
Prerequitite: None

T-EDU 282 PRACTICUM (COMMUNITY EXPERIENCE) 1 10 2

This course is designed to give the sophomore student exposure to child care facilities in the county, and to introduce them to the world of professional employment.
Prerequisite: None

ENG 101 COMPOSITION 5 0 5

An introduction to the various types of expository writing and to the techniques of library research and the writing of the research paper.
Prerequisite: None

ENG 102 COMPOSITION 5 0 5

A continuation of writing techniques with emphasis on critical essays through analysis of short fiction, drama, and poetry.
Prerequisite: ENG 101

T-ENG 105 READING IMPROVEMENT 3 0 3

This program is designed to determine the actual reading ability or potential of each student and allow the student to master comprehension and efficient reading habits at his/her optimum level.
Prerequisite: None

T-ENG 106 METHODS & MATERIALS OF TEACHING READING 3 0 3

A course preparing students to teach basic reading skills to young children.
Prerequisite: None

ENG 201 ENGLISH LITERATURE 5 0 5

A study of major works of English literature from Beowulf to the present.
Prerequisite: None

ENG 204 AMERICAN LITERATURE 5 0 5

A study of major works of American literature from the colonial period to the present.
Prerequisite: None

ENG 217 CHILDREN'S LITERATURE 5 0 5

An introductory course designed to instruct students in history of children's literature and to help them develop basic skills in reading to children and selecting literature for children. This course has two-hour lab; students will use lab time developing skills in reading to children, preparing materials to use while reading books, selecting books and evaluating them based on criteria learned in class.
Prerequisite: None

T-ENG 218 LANGUAGE ARTS INSTRUCTION FOR YOUNG CHILDREN 3 0 3

This course is designed as an educational course in the language arts: students study the theory of language arts instruction, the components of language arts programs and develop activities in all areas of the language arts programs and develop activities in all areas of the language arts.
Prerequisite: None

GEO 103 CULTURAL GEOGRAPHY 5 0 5

A general course concerned with the characteristics, descriptions, and developments of world cultures.
Prerequisite: None

GEO 104 PHYSICAL GEOGRAPHY 5 0 5

An examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics.
Prerequisite: None

T-HEA 101 PERSONAL HEALTH AND HYGIENE 3 0 3

A study of the health of the individual as it relates to understanding the function, care, and interaction of persons and their environment.
Prerequisite: None

HIS 101 WESTERN CIVILIZATION (1315-1815) 5 0 5

A survey of the late Middle Ages, the Renaissance, the Age of Reformation, exploration and colonization, the Age of Absolutism, and the Age of Revolution.
Prerequisite: None

HIS 102 WESTERN CIVILIZATION (1815-present) 5 0 5

A survey of the Industrial Revolution, European neo-imperialism, the two World Wars, rise of the European totalitarian states, and the Cold War.
Prerequisite: None

HIS 201 AMERICAN HISTORY (to 1877) 5 0 5

A study of the emergence of the federal system, democracy, states' rights, territorial expansion, the Civil War, and Reconstruction.
Prerequisite: None

HIS 202 AMERICAN HISTORY (1865-present) 5 0 5

A look at the development of modern America with emphasis placed on expansion, industrialism, urbanization, race relations, and the welfare state.
Prerequisite: None

T-ISC 213 PRODUCTION PLANNING 3 0 3

The course provides an introduction to the production function of the business industry in its day-by-day manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching, and routing.
Prerequisite: T-BUS 101

T-ISC 220 MANAGEMENT PROBLEMS 3 0 3

A study of personnel and production problems from the standpoint of middle management. Includes selection and development of products, control problems and techniques, development of standards, employer-employee relations. Cost studies are extensively utilized.
Prerequisite: None

T-MAT 100 MATH 3 0 3

This course is designed to enable the student to master the basic mathematical concepts and skills needed for his everyday life and work.
Prerequisite: None

T-MAT 101 MATH 5 0 5

This course is designed to enable the student to master and apply the basic mathematical concepts. Stress is placed on fractions, decimals, percentages, ratio and proportion, and word problems.
Prerequisite: None

MAT 101 COLLEGE MATH 5 0 5

This course stresses the fundamental operations of mathematics. The course includes the basic operations of addition, subtraction, division and multiplication, fractions, decimals, percentages, ratio and proportion and word problems. It may also include basic algebra, basic geometry, formulas and graphs.
Prerequisite: None

MAT 102 COLLEGE ALGEBRA 5 0 5

An axiomatic presentation of the real number system as an ordered field, in which axioms, definitions, and theorems are used to justify traditional algebraic processes, involving such topics as algebraic fractions, factoring exponents, logarithms, and the solutions of equations and inequalities.
Prerequisite: Appropriate score on the MTC placement examination or the completion of Guided Studies or Developmental Studies math course.

T-MAT 102 METRICS 3 0 3

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.
Prerequisite: None

MAT 105 METHODS & MATERIALS OF TEACHING MATH 3 0 3

A course preparing students to teach basic mathematical concepts.
Prerequisite: None

T-MAT 110 BUSINESS MATH 5 0 5

The student will improve his ability in the fundamental operations with business problems. Daily practice in discussing and solving business mathematics problems will be provided. The student will also learn about bank and sales records, price marketing, interest and discount commission, percentages in business, and financial charges.
Prerequisite: None

T-MAT 111 BUSINESS MATH II 3 0 3

This course is a continuation of the study of business math and emphasis on payroll and taxes, financial statements, insurance, bonds, and stocks.
Prerequisite: T-MAT 110

T-MUS 101 MOVEMENT & MUSIC FOR YOUNG CHILDREN 3 0 3

A course preparing students to teach basic movement and music skills to young children.
Prerequisite: None

MUS 101 MUSIC APPRECIATION 5 0 5

Survey of the literature of music, its history, form, and styles, with emphasis on how to listen to music. Listening labs may be scheduled at the discretion of the instructor. Does not require previous musical training.
Prerequisite: None

T-NUT 102 NUTRITION FOR YOUNG CHILDREN 3 0 3

Study of basic nutrition, with emphasis on (1) methods of helping children and their families learn nutritional concepts, and (2) planning balanced diets for preschool children.
Prerequisite: None

PHI 101 PHILOSOPHY 5 0 5

Introduction to philosophical concepts and problems through consideration of representative philosophers. Consideration of such topics as the foundation and scope of human knowledge, personal identity, freedom and the concepts of mind.
Prerequisite: None

T-POL 103 STATE AND LOCAL GOVERNMENT 3 0 3

A study of state and local government, state-federal inter-relationships, the functions and perogatives of the branches. Problems of the administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.
Prerequisite: None

T-POL 201 AMERICAN FEDERAL GOVERNMENT 3 0 3

The study of the origins, development, structure and functioning of the federal government.
Prerequisite: None

T-PSC 101 BASIC LAW ENFORCEMENT I 5 0 5

The student will be introduced to the field of law enforcement. This introduction will include such topics as criminal law, lineups, and many more subjects leading to an understanding of the field of Law Enforcement.
Prerequisite: None

T-PSC 102 BASIC LAW ENFORCEMENT II 5 0 5

In this course the student will be introduced to juvenile law, handling abnormal people, and more suject headings.
Prerequisite: None

T-PSC 103 BASIC LAW ENFORCEMENT III 5 0 5

The student will learn the correct procedures to prepare for court, how to work traffic, and many other skills needed to function effectively in the field.
Prerequisite: None

T-PSC 104 CRIMINAL LAW 5 0 5

This course is designed to provide the student with the understanding of criminal laws and how they function within the Criminal Justice System.
Prerequisite: None

T-PSC 205 CONSTITUTIONAL LAW 5 0 5

This course is designed to provide the student with the laws and their interpretation by the U.S. Supreme Court.
Prerequisite: None

T-PSC 208 POLICE PROBLEMS AND PRACTICES 5 0 5

This course is designed to acquaint the student with the problems in Law Enforcement and how to go about resolving these problems.
Prerequisite: None

PSY 105 HUMAN GROWTH & DEVELOPMENT I 3 0 3

This course is designed to give students theoretical background and practical knowledge in the application of general principles in child development.
Prerequisite: None

PSY 106 HUMAN GROWTH & DEVELOPMENT II 3 0 3

An indepth study of the child's development prior to adolescence.
Prerequisite: PSY 105

PSY 107 HUMAN GROWTH & DEVELOPMENT III 3 0 3

An exploration of human development from adolescence through the entire life span.
Prerequisite: PSY 106

T-PSY 112 PERSONAL DEVELOPMENT 3 0 3

Much of the formal education is designed to help a person acquire knowledge and skills. Personal development, for the most part, has been left up to the individual. Emphasis on personality development, personal appearance, job interviews, and office ethics and courtesy.
Prerequisite: None

T-PSY 120 CHILD PSYCHOLOGY 3 0 3

This course is designed to provide the student with an over-view into the environmental, physiological and social factors that shape children's behavior.
Prerequisite: PSY 105, PSY 106

T-PSY 121 EXCEPTIONAL CHILDREN 3 0 3

This course is designed to introduce students to the guidelines and objective basic to educating pre-school and K-3 exceptional children. Emphasis is placed on the range of exceptionalness and early indentification of specific learning disabilities.
Prerequisite: None

T-PSY 126 ART OF MOTIVATING PEOPLE 5 0 5

The importance of motivation to production is studied. Feelings and emotions are considered with particular references to on-the-job situations. Employee selection, job satisfaction, and industrial conflicts are also stressed.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONS 3 0 3

A framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. Each student will do a self-analysis and, if he/she wishes set up a goal to accomplish for himself/herself during the course. The primary focus of the course is personal growth with some attention given to communication between student and client.
Prerequisite: None

PSY 201 INTRODUCTION TO PSYCHOLOGY 5 0 5

The course presents an introductory study of psychology. The course includes the study of behavior in the areas of motivation, preception, learning, intelligence, personality, and the fundamentals of therapy.
Prerequisite: None

T-PSY 206 INTRODUCTION TO PSYCHOLOGY 3 0 3

The course presents a study of behavior in terms of perception, motivation, learning, heredity, environment, emotion. The student is introduced to different areas and specializations within the field of psychology.
Prerequisite: None

REL 105 WORLD RELIGIONS 5 0 5

A survey of the great religions of the world and their interrelationships. Religions covered are Christianity, Islam, Judiasm, Buddhism, Hinduism, and Confucianism.
Prerequisite: None

T-SOC 104 FAMILY: A CROSS-CULTURE SURVEY 3 0 3

This course is a study of the family as a social unit, with focus on family composition in different cultures. Historical patterns and the evaluation of family roles in various cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.
Prerequisite: None

T-SOC 105 MARRIAGE AND THE FAMILY 3 0 3

This course examines the dynamics of modern marriage, training students to use the empathetic point of view. Issues such as mate selection, sexuality, social pressures on couples, and inter-generational relationships are considered.
Prerequisite: None

SOC 105 SOCIOLOGY OF THE FAMILY 3 0 3

Critical examination of the various ways of studying the family with particular attention to change and interrelationships with other institutions.
Prerequisite: None

SOC 107 INFLUENCES OF THE MASS MEDIA 5 0 5

This course is designed to make the student aware of the effects of the mass media on the individual and society. Students will explore techniques of persuasion used in newspapers, magazines, television and radio. Topics to be covered include: content and slant of newspaper, content and advertising techniques in magazines, advertising in television, quality of television programming, and trends in filming.
Prerequisite: None

T-SOC 108 CURRENT SOCIAL PROBLEMS 3 0 3

In today's ever changing society many problems are existent. Some are relatively new, and others are as old as man himself. This course allows the student to be acquainted with the cause and effect relationship of some of the significant social problems today.
Prerequisite: None

SOC 108 SOCIAL PROBLEMS 5 0 5

An examination of the nature, process, and consequences of various problems (drug abuse, criminal behavior, alcoholism, poverty, etc.) with consideration of their control of contemporary life.
Prerequisite: None

T-SOC 109 RURAL AND URBAN COMMUNITY ORGANIZATION 3 0 3

A study of the regions of a geographic area with a concentration in the particular problems which are existent in a particular area.
Prerequisite: None

SPH 105 EFFECTIVE SPEAKING 5 0 5

A study of the principles of oral communication emphasizing interpersonal, small-group, and public speaking with practice in composition and delivery of speeches.
Prerequisite: None

AIR CONDITIONING AND REFRIGERATION

Vocational Diploma Program

Increasingly, there is a greater demand from industry and from the general public for qualified mechanical personnel in the area of Air Conditioning and Refrigeration.

Both commercial and private home building industries are relying more heavily on "all-year" comfort systems. In addition, the food industry is placing greater demands for refrigeration systems, freezing, storage, and product display.

The Air Conditioning and Refrigeration program at MTC is designed to train individuals to install, operate, maintain, and service this equipment.

The program is designed to give the student practical knowledge needed for qualified service personnel in the industry. Great emphasis is placed on manipulative skills, installation and service procedures, exercise and training in practical thinking. The student learns the principles of air conditioning and refrigeration mechanisms and their controls, how to read blueprints, how to make sheet metal ducts, and proper use and care of tools.

Employment Opportunities

Job opportunities may be found from sales and service to installation and repair positions. Possible employment areas include jobs with commercial and housing contractors, truck and trailer refrigeration services, and maintenance positions with hotels and office buildings.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	Hours Per Week (Shop)	Hours Per Quarter (Credit)	Hours Per Quarter (Contact)
First Quarter						
AHR	1121	Air Conditioning and Refrigeration I	15	12	19	297
Second Quarter						
AHR	1122	Air Conditioning and Refrigeration II	10	17	15	297
Third Quarter						
AHR	1123	Air Conditioning and Refrigeration III	5	22	12	297
Fourth Quarter						
AHR	1124	Air Conditioning and Refrigeration IV	5	22	12	297
Related Courses: Six (6) Credit Hours Required						
ENG	1102	Communication Skills	3	0	3	33
T-PSY	150	Interpersonal Relations	3	0	3	33
T-BUS	111	Small Business Operations	3	0	3	33

Total Credit Hours Required for Graduation..... 64
Total Contact Hours in Program.....1254

Course Descriptions

AHR 1121 AIR CONDITIONING AND REFRIGERATION I

Included in this quarter will be a study of the principles of refrigeration, air conditioning, and mechanical blueprint reading.
Prerequisite: None

AHR 1122 AIR CONDITIONING AND REFRIGERATION II

This course will include the study of applied electricity, automatic controls, and blueprint reading for air conditioning.
Prerequisite: AHR 1121 or prior experience

AHR 1123 AIR CONDITIONING AND REFRIGERATION III

This course will include the study of domestic and commercial refrigeration. Domestic refrigeration servicing of convention, hermetric, and absorption systems will be studied. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied.
Prerequisite: AHR 1121, AHR 1122

AHR 1124 AIR CONDITIONING AND REFRIGERATION IV

The modern all-year comfort systems will be studied during this quarter. The auxilliary equipment used in conjunction with refrigeration systems to provide both heating and air conditioning for all-year comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric resistance systems. The installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in this study.
Prerequisite: AHR 1121, AHR 1122, AHR 1123

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

AUTO BODY REPAIR

Vocational Diploma Program

Because we are a nation on wheels, the field of automotive body repair needs well-trained people to meet present and future demand. The Auto Body Repair program at MTC provides training in the use of equipment and materials used in the auto body trade.

Every attempt is made to ensure that the practical experience in class is as close to actual situations as possible. Jobs that the student may perform include repairing, straightening, aligning, metal finishing, and painting of automobile bodies. The student receives instruction in basic principles of welding, the use of essential tools and metal working, removal and installation of interior trim, and the alignment of the frame, as well as the front end suspension system.

The student studies the entire field of auto body repair beginning with the construction of the automobile body and working through the techniques of auto body repairing, rebuilding, and refinishing.

Employment Opportunities

Job possibilities include various opportunities open in the auto trade. The graduate may find jobs as automobile body repairman, automotive painter, and frame and chassis repairman.

Curriculum By Quarters

Course No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter					
AUT 1111	Auto Body Repair I	9	18	15	297
Second Quarter					
AUT 1112	Auto Body Repair II	9	18	15	297
Third Quarter					
AUT 1113	Auto Body Repair III	8	19	14	297
Fourth Quarter					
AUT 1114	Auto Body Repair IV	8	19	14	297
Related Courses: Six (6) Credit Hours Required					
ENG 1102	Communication Skills	3	0	3	33
T-PSY 150	Interpersonal Relations	3	0	3	33
T-BUS 111	Small Business Operations	3	0	3	33

Total Credit Hours Required for Graduation..... 64
Total Contact Hours in Program.....1254

Course Descriptions

AUT 1111 AUTO BODY REPAIR I

Auto Body Repair I includes a thorough study of the forming of steel into the complex contours of the present day vehicle. Additionally, the student is exposed to the straightening and aligning of damaged areas. The student will also be introduced to the basic principles of welding during this quarter.
Prerequisite: None

AUT 1112 AUTO BODY REPAIR II

Auto Body Repair II will be a thorough study of the requirements for a metal worker. The use of essential tools, the forming of flanges and beads, and the straightening of typical auto body damage will be included. The student should begin to acquire skills such as the shaping of angles of the body and fenders, metal working and painting. There will be continued practice in automotive welding skills.
Prerequisite: AUT 1111

AUT 1113 AUTO BODY REPAIR III

This course will include a thorough study of metal finishing and painting as well as trim, glass, and radiator repair. The use and application of power tools along with the complete vehicle painting process will be included in this quarter. The student will be exposed to the methods of removing and installing interior trim, as well as glass removal, cutting, fitting, and installations. The cooling system of an automobile will also be studied.
Prerequisite: AUT 1111, AUT 1112

AUT 1114 AUTO BODY REPAIR IV

This course will include instruction in the alignment of the automotive frame as well as the front end suspension system. The student will also be exposed to all phases of automotive body repair training during this quarter. This training will include repair order writing, parts purchasing, the estimating of damage, as well as all phases of general automotive body repair and finishing.
Prerequisite: AUT 1111, AUT 1112, AUT 1113

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval to their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

AUTOMOTIVE MECHANICS

Vocational Diploma Program

The Automotive Mechanics program at MTC provides the student with the basic knowledge and skills to inspect, diagnose, and repair or adjust automotive vehicles. Practical shop experience is combined with class discussion and assignments to ensure a thorough understanding of the operating principles involved in modern automobile. The problem enables the student to compare and adjust to new servicing techniques as vehicles change from year to year.

The student receives instruction in automotive fundamentals: engines, electrical and fuel systems, chassis and power train units, air conditioning, and chassis and suspension systems. Also, the student learns correct general repair and servicing practices and effective day-to-day operational procedures in the automotive shop.

The student may receive a one-year diploma and choose to continue for an additional year to receive a two-year diploma.

Employment Opportunities

Job opportunities are varied and allow the student to enter such positions as auto mechanic, parts manager, truck mechanic, maintenance service, dealer service manager, factory representative, sales technician or a "pit-crew" mechanic.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter						
AUT	1101	Auto. Mechanics I	9	18	15	297
Second Quarter						
AUT	1102	Auto. Mechanics II	9	18	15	297
Third Quarter						
AUT	1103	Auto. Mechanics III	8	19	14	297
Fourth Quarter						
AUT	1104	Auto. Mechanics IV	8	19	14	297
Related Courses: Six (6) Credit Hours Required						
ENG	1102	Communication Skills	3	0	3	33
T-PSY	150	Interpersonal Relations	3	0	3	33
T-BUS	111	Small Business Operations	3	0	3	33

ONE YEAR OPTION:
Total Credit Hours Required for Graduation..... 64
Total Contact Hours in Program.....1254

TWO-YEAR OPTION: Completion of One Year Diploma Program Plus:

Fifth Quarter						
AUT	1105	Auto. Mechanics V	5	22	12	297
Sixth Quarter						
AUT	1106	Auto. Mechanics VI	5	22	12	297
Seventh Quarter						
AUT	1107	Auto. Mechanics VII	5	22	12	297
Eighth Quarter						
AUT	1108	Auto. Mechanics VIII	5	22	12	297

Two Year Option: Completion of One Year Diploma Program plus forty-eight (48) credit hours.

Total Credit Hours Required for Graduation..... 112
Total Contact Hours in Program.....2442

Course Descriptions

AUT 1101 AUTOMOTIVE MECHANICS I

This course will emphasize the fundamental principles of the internal combustion engine. Mechanic tools and shop safety rules and regulations will be taught.
Prerequisite: None

AUT 1102 AUTOMOTIVE MECHANICS II

This course will be an introduction to the sub-systems of the internal combustion engine. The sub-systems will include the electrical system, the fuel system, and cooling systems.
Prerequisite: AUT 1101

AUT 1103 AUTOMOTIVE MECHANICS III

A study of the automotive power train system will be made during this course.
Prerequisite: AUT 1101 & AUT 1102

AUT 1104 AUTOMOTIVE MECHANICS IV

This course will be an introduction to the automotive braking and suspensions systems. Basic automotive welding will be taught.
Prerequisite: AUT 1101, AUT 1102, AUT 1103

TWO YEAR OPTION: Completion of One Year Program Plus:

AUT 1105 AUTOMOTIVE MECHANICS V

This course will be a comprehensive study of the performance requirement and the diagnostic testing of the automotive engine and the related systems that make up the power base in the automobile, to include emission control systems
Prerequisite: AUT 1101, AUT 1102, AUT 1103, and AUT 1104

AUT 1106 AUTOMOTIVE MECHANICS VI

This course will provide an in-depth study of all components in the power train. Testing and rebuilding of the power train will be emphasized during this quarter.
Prerequisite: AUT 1101, AUT 1102, AUT 1103, AUT 1104, AUT 1105

AUT 1107 AUTOMOTIVE MECHANICS VII

Testing and rebuilding of all units of the automotive braking and suspension systems will be included in this course.
Prerequisite: AUT 1101, AUT 1102, AUT 1103, AUT 1104, AUT 1105, AUT 1106

AUT 1108 AUTOMOTIVE MECHANICS VIII

This course is designed to acquaint the student with the day-to-day operational processes of the automotive shop. Job estimating, parts purchasing, and proper customer relations will be emphasized. North Carolina Inspection Laws will be taught in this course. The student will also be provided the opportunity to practice his previous training experience in this curriculum.
Prerequisite: AUT 1101, AUT 1102, AUT 1103, AUT 1104, AUT 1105, AUT 1106 AUT 1107

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

GUNSMITHING

Vocational Diploma Program

The Gunsmithing Curriculum at Montgomery Technical College affords the student "hands-on" learning in a supportive environment. The student/instructor ratio is approximatey 1:13. The Gunsmithing curriculum consists of 24 months of study, divided into eight quarters of eleven weeks each. Classes meet 27 hours per week. An evening program is offered on a half-time basis. Classes are conducted Monday thru Thursday from 8:30 a.m. until 2:50 p.m. for day students and Monday thru Wednesday from 6:30 p.m. thru 10:40 p.m. for night students.

Gunsmithing as a profession demands individuals highly trained in diverse areas - metal working, wood working, finishing and refinishing of metals and woods, repair and parts manufacture, design, public relations, etc. The curriculum at MTC is structured, comprehensive, and time proven. Patience and deligence are fostered in the pursuit of quality and excellence. Students are given the opportunity to learn and to develop their talents to the maximum.

Employment Opportunities

Upon graduation students are not master gunsmiths, but are very advanced apprentices suitable for employment in many phases of the firearms industry. Many graduates establish their own business, work for major manufacturers, or take repair/retail sales positions.

Curriculum By Quarters

Course No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter					
GSM 1001	Gunsmithing I	5	22	12	297
Second Quarter					
GSM 1002	Gunsmithing II	5	22	12	297
Third Quarter					
GSM 1003	Gunsmithing III	5	22	12	297
Fourth Quarter					
GSM 1004	Gunsmithing IV	5	22	12	297
Fifth Quarter					
GSM 1005	Gunsmithing V	5	22	12	297
Sixth Quarter					
GSM 1006	Gunsmithing VI	5	22	12	297
Seventh Quarter					
GSM 1007	Gunsmithing VII	5	22	12	297
Eighth Quarter					
GSM 1008	Gunsmithing VIII	5	22	12	297
Related Courses: Six (6) Credit Hours Required					
ENG 1102	Communication Skills	3	0	3	33
T-PSY 150	Interpersonal Relations	3	0	3	33
T-BUS 111	Small Business Operations	3	0	3	33

Total Credit Hours Required for Graduation..... 102
Total Contact Hours in Program.....2442

Course Descriptions

GSM 1001 GUNSMITHING I

INTRODUCTION. The student will learn to use hand tools with patience and precision. Several projects are completed from blueprints that result in the manufacture of jigs and tools of value to the gunsmith. This is a period of appraisal in regard to student aptitudes and abilities.

INTRODUCTION TO MACHINE TOOLS. The student undertakes approximately thirty specific machine shop projects from blueprints. The basics of drill press, power hack saw, verticle mill, horizontal mill, lathe, and grinder operation are taught.
Prerequisite: None

GSM 1002 GUNSMITHING II

MACHINE TOOLS. (Cont.) Specialized training in machine tool operation continues and more sophisticated aspects of machine tool utilization are covered. Welding and brazing as well as hardening and tempering of metal are covered.
Prerequisite: GSM 1001

GSM 1003 GUNSMITHING III

BLUEING. Hand preparation and the four-wheel method of buffing and polishing firearms prior to blueing are taught. Blueing (hot dip and Baker) procedures and formulas are covered. A minimum of ten guns of diverse design must be disassemled, blued, and reassembled. Standards are very exacting in this phase. Generally, students supply the firearms to be blued. Stockmaking will be introduced.
Prerequisite: GSM 1001 & GSM 1002

GSM 1004 GUNSMITHING IV

Continuation of third quarter.
Prerequisite: GSM 1001, GSM 1002, GSM 1003

GSM 1005 GUNSMITHING V

STOCKMAKING. Students are required to make two custom rifles from blanks. In addition, the student is required to make two two-piece stocks from blanks. The first rifle stock is made, for the most part, by hand. Woodworking machines are used thereafter when appropriate. Optional stocks for a semi-inlet may be made, if time permits.

BARREL FITTING AND CHAMBERING. Barrels are threaded, chambered, and headspace to military and commercial actions. Instruction will have been provided in taper turning and contouring and modification and installation of chokes on shotguns.

SIGHT MOUNTING AND RIB INSTALLATION. Installation of scope mounts and scope adjustment as well as installation of receiver and open sights is covered, which incorporates instruction in soft soldering and silver soldering. Rib installation on shotguns and handguns is learned. Many particulars of gunsmithing such as: recoil pad installation, sling swivel installation, trigger adjustment, pistolsmithing, etc., will have been taught as appropriate in curriculum phases covered to this point. This curriculum outline is a general overview, but is by no means all inclusive or exhaustive.

Prerequisite: GSM 1001, GSM 1002, GSM 1003, and GSM 1004

GSM 1006 GUNSMITHING VI

Continuation of Gunsmithing 1005.

Prerequisite: GSM 1001, GSM 1002, GSM 1003 GSM 1004, GSM 1005

GSM 1007 GUNSMITHING VII

Continuation of Gunsmithing 1006.

Prerequisite: GSM 1001, GSM 1002, GSM 1003, GSM 1004, GSM 1005, GSM 1006

GSM 1008 GUNSMITHING VIII

REPAIR WORK. Emphasis will be placed on diagnosis and correction of malfunctions, manufacture of parts, and parts installation. Ballistics and reloading will be studied.

As a student progresses thru the course, there is some room to pursue areas of specific interest blackpowder, custom pistolsmithing, etc.; but essentially the curriculum is structured. Gunsmithing skills need to be learned sequentially, and work must proceed from a firm basic foundation.

Prerequisite: GSM 1001, GSM 1002, GSM 1003, GSM 1004, GSM 1005, GSM 1006, GSM 1007

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations, and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONS

A study of basic principles of human behavoir. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

LIGHT CONSTRUCTION

Vocational Diploma Program

The Light Construction program at MTC is designed to meet the construction industry's needs in a rapidly expanding market. The student is exposed to various aspects of basic construction.

Instruction is provided in masonry skills, blueprint reading and sketching, and safety. Carpentry is covered thoroughly from rough framing to cabinet making and trim work. A well-equipped woodworking shop is provided so that students gain experience in woodworking machinery and power hand tools. Instruction is also provided in sheathing, insulation, estimating, drawing up specifications, and basic stair contruction.

The program teaches the student methods used in laying out a small structure, pouring concrete, rough framing, laying brick and block, roofing, and exterior finishing.

Employment Opportunities

A graduate may find employment with home builders or with commercial building contractors. He may be employed as an apprentice in building trades or as a building maintenance mechanic in small industries or public buildings including schools, hospitals, and apartment houses. With sufficient experience in the construction field, some individuals may establish their own businesses.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter						
CON	1001	Light Construction I	9	18	15	297
Second Quarter						
CON	1002	Light Construction II	9	18	15	297
Third Quarter						
CON	1003	Light Construction III	8	19	14	297
Fourth Quarter						
CON	1004	Light Construction IV	8	19	14	297
Related Courses: Six (6) Credit Hours Required						
ENG	1102	Communication Skills	3	0	3	33
T-PSY	150	Interpersonal Relations	3	0	3	33
T-BUS	111	Small Business Operation	3	0	3	33

Total Credit Hours Required for Graduation..... 64
Total Contact Hours in Program.....1254

COURSE DESCRIPTIONS

CON 1001 LIGHT CONSTRUCTION I

First Quarter information on Light Construction will include instruction in general masonry, introduction to hand tools, and blueprint reading and sketching. The student will use and have actual experience in each of these areas.
Prerequisite: None

CON 1002 LIGHT CONSTRUCTION II

This course will include experience with all power hand tools and shop equipment. All woodworking techniques, basic cabinet construction, blueprint reading will be included. Actual construction experiences will be provided during this quarter.
Prerequisite: CON 1001

CON 1003 LIGHT CONSTRUCTION III

This course will provide an in-depth study of the processes of construction framing, sheathing, and insulation. The processes involved in estimating, drawing up specifications and in actual construction contracts will be studied. Actual live project experiences will be provided for the students during this time.
Prerequisite: CON 1001 & CON 1002

CON 1004 LIGHT CONSTRUCTION IV

Included in this course will be a section on advanced framing, along with basic stair construction. Also included will be extensive experience in exterior and interior trim work. By the end of this quarter, the student should have extensive experience in all light construction processes.
Prerequisite: CON 1001, CON 1002, CON 1003

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

POTTERY PRODUCTION

Vocational Diploma Program

The Pottery Program at Montgomery Technical College is one year of concentrated study in all areas of studio work.

Students develop and refine throwing skills, learn to build and fire kilns and dig their own clay in local deposits.

Among some of the more attractive program features are opportunities to interact with local potters in their own environment and to attend seminars sponsored by state universities and visiting artists. In addition, students are encouraged to show their work in the various studios and shows available.

The studio is spacious and well-equipped with electric and kick wheels, complete glazing facilities, and shelf space.

Students can fire pots in one of the school's six kilns, including a large stoneware kiln, a salt kiln, a raku kiln, and three electric kilns.

Class enrollment is kept to a minimum to insure individual instruction.

Employment Opportunities

Graduating students can look forward to working as a production potter or establish a pottery business.

Curriculum By Quarters

Course No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter					
CER 1001	Pottery I	5	25	13	330
Second Quarter					
CER 1002	Pottery II	5	35	16	440
Third Quarter					
CER 1003	Pottery III	5	35	16	440
Fourth Quarter					
CER 1004	Pottery IV	5	35	16	440
Related Courses: Six (6) Credit Hours Required					
ENG 1102	Communication Skills	3	0	3	33
T-PSY 150	Interpersonal Relations	3	0	3	33
T-BUS 111	Small Business Operations	3	0	3	33

Total Credit Hours Required for Graduation..... 66
Total Contact Hours in Program.....1716

Course Descriptions

CER 1001 POTTERY I

This course will include the fundamentals of the preparation and use of clay. Methods of fabrication from hand building to wheel-thrown ware will be included. The processes of stacking and firing the electric kiln as well as the exploring of different glazing and decorative techniques will be studied.
Prerequisite: None

CER 1002 POTTERY II

The student will be exposed to intensive work on individual clay bodies and slip glazes. Production on advanced wheel-thrown forms including sets of wares, lidded pieces, and tea pots will be studied. Special emphasis will be placed on harmonious fusion of form, design, and glazing techniques. An in-depth study of low-fire kilns and glazes with emphasis placed on Raku will be made.
Prerequisite: CER 1001 or prior experience

CER 1003 POTTERY III

This course will include instruction in the pro blems involved in the care and maintenance of equipment. Additionally, a summary of high fire kilns and fuels will be made. Also studied will be the sources for the supply of the pottery materials as well as the development of clay bodies and glazes for specific purposes. Much emphasis will be placed on individual projects during this quarter.
Prerequisite: CER 1002

CER 1004 POTTERY IV

This course will include concentrated instruction in high and low fire glaze formulation. Also included will be the actual participation in the construction of a kiln. The individual will continue working on his own projects as well as studying marketing and sales techniques. Before graduation, each student will formally present their work at any show of their choice.
Prerequisite: CER 1002 & CER 1003

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

PRACTICAL NURSE EDUCATION

Vocational Diploma Program

The purpose of the Practical Nurse Education program is to give the qualified persons the opportunity to participate in the care of and the responsibility for patients of all ages and dependency levels and those with a variety of illnesses. Students are selected on the basis of nursing aptitude determined by pre-entrance tests, high school record and interview.

The graduate of the program is eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and use the legal title of Licensed Practical Nurse.

During the one year program, the student is expected to grow in knowledge and understanding of nursing principles, the biological sciences, the social sciences, interpersonal relations, and communications. Labratory experience and in-service training at a local hospital are coordinated with and enhance the classroom instruction.

A new LPN class begins each fall and graduates at the end of the following summer. In addition to the college's graduation exercises, the LPN students take part in an impressive Capping and Pinning Ceremony.

Employment Opportunities

The LPN is prepared to function in a variety of situations: hospitals, nursing, homes, clinics, doctor's and dentist's offices, and in some localities, public health facilities. In all situations, the LPN functions under the supervision of a registered nurse and/or licensed physician.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Lab)	(Clinic)	Hours Per Quarter (Credit)
First Quarter						
PNE	1101	Anatomy	5	0	0	5
NUT	1101	Nutrition	5	0	0	5
NUR	1101	Fundamentals of Nursing	6	6	0	9
PSY	201	Introduction to Psychology	3	0	0	3
PSY	105	Human Growth & Development	3	0	0	3
Second Quarter						
PNE	1105	Medical-Surgical Nursing	6	0	0	6
PNE	1102	Maternal & Child Health	6	0	0	6
PNE	1111	Pharmacology	2	0	0	2
NUR	1102	Medical-Surgical Clinical Lab	0	0	16	5
Third Quarter						
PNE	1106	Medical-Surgical Nursing	6	0	0	6
PNE	1103	Maternal & Child Health	6	0	0	6
NUR	1103	Maternal & Child Health	0	0	18	6
Fourth Quarter						
PNE	1107	Medical-Surgical Nursing	6	0	0	6
NUR	1104	Medical-Surgical Clinical Lab	0	0	18	6
PNE	1104	Issues and Trends	3	0	0	3
ENG	1102	Communication Skills	3	0	0	3

Total Credit Hours Required for Graduation..... 80
Total Contact Hours in Program.....1298

Course Descriptions

First Quarter

PNE 1101 ANATOMY

A study of the structure of the human body, including a discussion of the body's main structural units and the interworking relationship between systems.
Prerequisite: None

NUT 1101 NUTRITION

A study of how the body takes in and uses food for growth and development and the maintenance of good health concluding with a section on diet therapy during disease.
Prerequisite: None

NUR 1101 FUNDAMENTALS OF NURSING

An introduction to the basic fundamentals and procedures of nursing developed through laboratory experience. The course includes a history of nursing, personal health and hygiene, introduction to ethics and legal aspects, and causes and prevention of disease.
Prerequisite: None

PSY 201 INTRODUCTION TO PSYCHOLOGY

An introductory study of psychology, including the study of behavior in the areas of motivation, perception, learning, intelligence, personality and the fundamentals of therapy.
Prerequisite: None

PSY 105 HUMAN GROWTH AND DEVELOPMENT

This course is designed to give students theoretical background and practical knowledge in the application of general principles in child development.
Prerequisite: None

Second Quarter

PNE 1105 MEDICAL-SURGICAL NURSING

An introduction to common Medical-Surgical conditions, including infection control, pre-operative and post-operative care, rehabilitation, and long-term illness.
Prerequisite: Completion of preceding quarter requirements.

NUR 1102 MEDICAL-SURGICAL CLINICAL LAB

Introduction to care of medical and surgical patients through selected assignments requiring application of classroom learning.
Prerequisite: Completion of preceding quarter requirements.

PNE 1111 PHARMACOLOGY

An introduction to the basic fundamentals of pharmacology, includes the metric system, administration of medications, vitamins and minerals, anti-infectives, antibotics, sulfonamides, and legal aspects.
Prerequisite: Completion of preceding quarter requirements.

PNE 1102 MATERNAL AND CHILD HEALTH

A study of nursing care problems presented during the normal and complicated child-bearing maternity cycle with emphasis on the normal cycle. Includes study of reproductive system.
Prerequisite: Completion of preceding quarter requirements.

Third Quarter

PNE 1106 MEDICAL-SURGICAL NURSING

A study of the diseases and disorders of the respiratory, circulatory, digestive, urinary, and reproductive system of the body. Includes nursing management, related drugs, and diet therapy for common illnesses.
Prerequisite: Completion of preceding quarter requirements

PNE 1103 MATERNAL AND CHILD HEALTH

A continuation of the study of the maternity cycle, the newborn, and the aspects of child care as influenced by the principles of growth and development. Includes study of common childhood diseases and disorders of the various body systems.
Prerequisite: Completion of preceding quarter requirements

NUR 1103 MATERNAL AND CHILD HEALTH CLINICAL LAB

Supervised clinical experiences with selected clients to acquire knowledge and skills in the nursing care of the childbearing family and the child from newborn to adolescence.
Prerequisite: Completion of preceding quarter requirements

Fourth Quarter

PNE 1107 MEDICAL-SURGICAL NURSING

A study of diseases and disorders of the endocrine, nervous, and muscoskeletal systems, the skin, eye and ear, and allergic reactions. Includes nursing management and responsibility, drug therapy, and diet therapy for common illnesses.
Prerequisite: Completion of preceding quarter requirements

NUR 1104 MEDICAL-SURGICAL NURSING LAB

A continuation of the care of adult patients through selected assignments correlated with classroom learning. Includes care of more seriously ill patients, operating room, recovery room, and emergency room experience.
Prerequisite: Completion of preceding quarter requirements

PNE 1104 ISSUES AND TRENDS

A study of the nurse's role in legal and ethical responsibilities, nursing organizations, career opportunities, licensure to practice, and continuing education.
Prerequisite: Completion of preceding quarter requirements

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through language usage in writing and speaking.
Prerequisite: Completion of preceding quarter requirements

TAXIDERMY

Vocational Diploma Program

Taxidermy is the art of permanently preserving fish, fowl, and game animals. We have designed the Taxidermy program to develop in our students the necessary skills and experience to become competent Taxidermists.

Instruction covers such areas as proper measuring techniques, decomposition, rebuilding, proper coloration, and species identification. Students study local, state, and federal game laws as well as ecology, wildlife management, and conservation.

Taxidermy is a one year diploma program. The curriculum consists of 12 months of study divided into four quarters of eleven weeks each. Classes meet 27 hours per week.

Employment Opportunities

Excellent employment opportunities exist for the graduate of the Taxidermy curriculum to set up his/her own business. Other job opportunities may be found in sports shops, game preserves, museums of natural history, and private business.

Curriculum By Quarters

Course	No.	Title	Hours Per Week (Class)	(Shop)	Hours Per Quarter (Credit)	(Contact)
First Quarter						
TXY	1101	Taxidermy I	10	17	15	297
Second Quarter						
TXY	1102	Taxidermy II	10	17	15	297
Third Quarter						
TXY	1103	Taxidermy III	10	17	15	297
Fourth Quarter						
TXY	1104	Taxidermy IV	6	21	13	297
Related Courses: Six (6) Credit Hours Required						
ENG	1102	Communication Skills	3	0	3	33
T-PSY	150	Interpersonal Relations	3	0	3	33
T-BUS	111	Small Business Operations	3	0	3	33

Total Credit Hours Required for Graduation..... 64
Total Contact Hours in Program.....1254

Course Descriptions

TXY 1101 TAXIDERMY I

This course will concentrate on the fish kingdom with related laboratory experience in the mounting of selected species. Included will be proper measuring techniques, decomposition, and rebuilding of the fish into its mounted form and proper coloration. Time is devoted to fish identification with emphasis placed on species that inhabit North Carolina's inland and coastal waters. Practical art techniques including the mixing and application of paint to animal bodies, making paper mache' bases, and proper construction of wall plaques will be studied.
Prerequisite: None

TXY 1102 TAXIDERMY II

This course will be a detailed study with related laboratory experience in the mounting of fur-bearing game animals. Included will be proper measuring techniques, decomposition, and rebuilding into mounted form and proper coloration. Mammal identification and study is emphasized as well as proven methods in the area of specie preservation.
Prerequisite: None

TXY 1103 TAXIDERMY III

This course will concentrate on the bird kingdom with major emphasis on game birds. Included will be proper measuring techniques, decomposition, and rebuilding of birds into their mounted form with proper coloration. A detailed study of bird identification is included. A study of ecology as well as the game laws that govern the hunting and mounting of fish, fowl, and mammals is made.
Prerequisite: None

TXY 1104 TAXIDERMY IV

This course is a general review of the three major areas of taxidermy and a study of reptiles. During this quarter, students will be required to mount a specified number of birds, fish, small game, and big game heads. The student will also be given the opportunity for individual research and projects related to taxidermy. This final course will also deal with environmental problems of air, chemicals, and wastes as related to animals, plants, and birds.
Prerequisite: TXY 1101, TXY 1102, TXY 1103

Related Courses:
Students are required to take two (2) related courses for a total of six (6) credit hours. Courses may include Communication Skills, Small Business Operations and Interpersonal Relations. Additionally students may substitute courses in Typewriting, Business Law, Taxes, Mathematics, Metrics, or any other classroom course taught at Montgomery Technical College with prior approval of their academic advisor.

ENG 1102 COMMUNICATION SKILLS

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None

T-BUS 111 SMALL BUSINESS OPERATIONS

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

T-PSY 150 INTERPERSONAL RELATIONSHIPS

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

Guided Studies

Refresher courses in General, Techincal, and Vocational areas have been designed to help inadequately prepared individuals to develop their abilities to perform successfully in their chosen curriculum. Courses listed in this Preparatory curriculum are not substitutes for regular curriculum courses, but have been developed specifically to prepare students to enter the regular curriculum courses.

The Guided Studies Program operates in conjunction with the office of Student Services. Students needing remedial instruction are identified through high school transcripts, placement test scores, and observation in admission interviews.

The common need of under-prepared students involves strengthening basic skills in reading, English grammar and composition, and mathematics. Students are assigned to courses depending on the extent of their deficiencies. Several options of acquiring needed competencies are available to the student in the Guided Studies curriculum:

1. The student may receive supplemental instruction while continuing to take a credit course.

2. The student may drop a credit course, enroll in a Guided Studies course, and upon acquiring the necessary skills, may re-enroll in the credit course.

3. The student may take required high school credits not previously completed that are necessary for enrollment in certain curriculum programs.

			Hours Per Week Class	Credit* Hours
Course	**No.**	**Title**		
GUI	0010	Spelling & Vocabulary Improvement	6	(6)
GUI	0012	Reading Improvement	6	(6)
GUI	0014	Grammar and Composition	6	(6)
GUI	0020	Basic Mathematics	6	(6)
GUI	0022	Elementary Algebra	6	(6)
GUI	0023	Algebra II	6	(6)
GUI	0025	Introductory Algebra	6	(6)
GUI	0035	Introduction to Business	6	(6)
GUI	0040	General Sciences	6	(6)
GUI	0041	Biology	6	(6)

*Courses may be taken fewer hours according to the need. These courses will not substitute for any course requirement in a curriculum program and carry no credit toward graduation or quality points toward computation for the GPA.

Course Descriptions

GUI 0010 SPELLING AND VOCABULARY

Designed to make the student aware of reasons for incorrect spelling and the need for correct spelling. The course concentrates on sounds, meaning, and rules associated with correct spelling.

GUI 0012 READING IMPROVEMENT

Designed to develop reading comprehension and vocabulary building techniqies at an intermediate level. Emphasizes the development of increased speed and comprehension rates while enhancing the student's vocabulary, dictionary, and research skills.

GUI 0014 GRAMMAR AND COMPOSITION

A review course of English grammar and punctuation with emphasis on usage and major sentence errors. Provided for the student who needs an extensive review of English before undertaking English 101.

GUI 0020 BASIC MATHEMATICS

An introductory course for students who need to acquire basic skills in mathematics. Course covers operations with whole numbers, fractions, decimals, percentages, and ratio and proportion.

GUI 0022 ELEMENTARY ALGEBRA I

This course is designed to provide the student with a basic understanding of the manipulative skills of elementary algebra. Satisfactory completion of this course is the equivalent of high school Algebra I.

GUI 0023 ALGEBRA II

This course is a continuation of GUI 0022 and emphasis is placed upon introducing the student to the theory and skills necessary for entry into College Algebra. Satisfactory completion of this course is the equivalent of high school Algebra II.

GUI 0025 INTRODUCTORY ALGEBRA

This is a comprehensive individualized course designed primarily as a remedial or refresher course for students entering College Algebra.

GUI 0035 INTRODUCTION TO BUSINESS

This course offers the student an opportunity to develop special skills and meet the particular needs that certain business course offerings require. Enrollment provides access to a variety of self-paced course materials, tailored to the specific need of the individual.

GUI 0040 GENERAL SCIENCE

A review course in human anatomy and physiology, matter and energy, Biology, cells and reproduction and ecology.

GUI 0041 BIOLOGY

The foundation course is designed to introduce the student to the following topics: the cell, reproductory genetics, photosynthesis, respiration, evolution and ecology.

ADULT HIGH SCHOOL COMPLETION

Montgomery Technical College provides adults with two methods for completing their high school education. The Adult High School Diploma Program is designed, in cooperation with the local school board, to provide the student with an adult high school diploma upon completion of the required units of study. These units are achieved through the use of programmed materials and individualized instruction by staff members and tutors.

The General Education Development (GED) test allows the student to receive a high school equivalency certificate issued by the North Carolina Board of Community Colleges upon satisfactory completion of a battery of five standardized achievement tests. The tests are designed to measure a person's knowledge and skill in:

1. Correct and effective English in written expression.
2. Effective reading, understanding and interpretation of Social Studies.
3. Effective reading, understanding and interpretation of Natural Sciences.
4. Effective reading, understanding and interpretation of Literature.
5. Ability to solve problems in Mathematics.

The five tests require from one to one half hours each. You may take them all in one day or one at a time. There is no set procedure. A total score or at least 225 points with no single test score below 35 is passing. If you score 221 to 224 you should take the tests again as soon as possible. If you score 220 or less, you have to wait six months before retesting. However, if the Director thinks you are ready in less than six months, he can authorize a retest sooner. The tests are given on an individual basis. You can take it when you are ready.

The certificate is issued by the North Carolina State Board of Community Colleges. It is legally equal to a high school diploma, and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

Staff members, tutors, individual instructional materials, and a pretesting program are used to aid in preparing the student for these tests. English, General Science, Biology, Civics, United States History, Math, and Social Studies are the subjects studied in the Adult High School programs. These programs for completing high school are offered through the Learning Resources Center or upon sufficient demand, in a classroom setting.

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